



**MINISTRY OF FINANCE & PUBLIC SERVICE
PENSION ADMINISTRATION BRANCH
JOB DESCRIPTION AND SPECIFICATION**

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| JOB TITLE: | Pensions Computation Officer |
| JOB GRADE: | GMG/AM 4 |
| POST NUMBER: | 1717 |
| DIVISION/BRANCH: | Strategic Human Resource Management Division (SHRMD)/Pension Administration Branch |
| UNIT/SECTION: | Computation and Analysis Section |
| REPORTS TO: | Pensions Computation Supervisor |
| MANAGES: | N/A |

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.
This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Branch (in which the position is located):

To develop and implement pension policy in keeping with international best practice and administer the GOJs pension programme to allow for the timely award of retiring benefits to public officers and their dependents in accordance with relevant established regulations, policy guidelines and standards.

JOB PURPOSE

To process retirement, death and family benefits to public Officers and their dependents in accordance with the legislations guidelines policies and standards that governs the operations of the Pension Branch

Key Outputs:

- Retirement/death benefits awards determined
- Accurate templates generated (computations forms submissions statements of advances award letters)
- Pensions/retirement benefits awards computed
- Letters completed
- Information available for internal and external customers
- Monthly(periodic) Progress reports

Key Responsibility Areas:

Technical / Professional Responsibilities

- Keep abreast of the pension statutes, legislations, regulations policies ,guidelines, resolutions and procedures;
- Applies the application of statutes /legislation, guidelines procedures in processing individual pension application, death and other retirement benefits;
- Reviews application and selects service period for the computation of awards on behalf of each retiree and other beneficiaries;
- Processes retirement benefits applications on behalf of retirees and their beneficiaries/estate;
- Prepares and generates letters for review and signature of Supervisor and /or Manager;
- Actions responses from Administrator General;
- Responds to queries on pension related cases being processed;

- Maintains a record of cases computed or returned for queries/corrections; awards letters generated/submitted;
- Sanitizes records so as to inform decision making;
- Assists in the training of officers in the PEPAS in the MDAs;
- Liaises with the MDAs in the processing of submitted cases;
- Provides guidance to HR Officers in the MDAs;
- Provides information to the general public;
- Resolves errors made by MDAs;
- Identifies discrepancies in pension applications;
- Conducts research in the processing of cases;
- Analyses cases to determine type of benefits to be awarded;
- Prepares and submits periodic (monthly) progress reports on the status of the work assigned;
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Performance Standards:

- Retirement/death benefits awards determined within agreed timeframe and in accordance to the legislations guidelines policies and standards
- Accurate templates generated within established time frame
- Computations of pensions/retirement benefits awards completed in a timely manner
- Letters completed within agreed timeframe
- Accurate ,current Information available for internal and external customers
- Reports are comprehensive, accurate and prepared and submitted in a timely manner

Internal and External Contacts (specify purpose of significant contacts:

Within the Division

| Contact (Title) | Purpose of Communication |
|--|---|
| Manager, Pension Administration Management | Provide/receive information. Obtains general guidance |
| Pensions Computation Supervisor | Provide/receive information. Obtain directives and guidance ,submits report |
| Records and Information management staff | Provide/Receive information |
| Clients /Customer Relations Section | Provide/receive information |

Contacts external to the organisation required for the achievement of the position objectives

| Contact (Title) | Purpose of Communication |
|------------------------------------|---------------------------------|
| Ministry Departments and Agencies | Provide/Receive Information |
| Auditor General staff | Provide/Receive Information |
| Accountant General Department | Provide/Receive Information |
| Administrator General Department | Provide/Receive Information |
| Offices of the Services Commission | Provide/Receive Information |
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Required Competencies:

Core

- The ability to analyze problems efficiently.
- The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change,
- Good Interpersonal skills:
- The ability to communicate effectively orally and in writing,
- The ability to work effectively under pressure
- Ability to organize work and utilize good time management techniques to meet critical deadlines
- High levels of professionalism and integrity
- Attention to detail and accuracy.
- Ability to work independently and as a part of a team

Technical

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of statutes, legislations, regulations policies and procedures governing pensions

Minimum Required Education and Experience

- First Degree in Public Administration or Management Studies
- Three (3) years' experience in Pensions Administration or related field

- Any other equivalent combination of qualification and experience

Authority:

N/A

Specific Conditions associated with the job

- Eyestrains from concentrated visual attention to the computer
- Radiation from computer
- Pressure to meet critical deadlines